Project Leader Approval Check List for ISO 10303.

The Project Leader may request a tentative date for a workshop after the Project Leader has received from the project team an internal review report dated and signed by the Project Team's representative to the Quality Committee. The Project Leader shall review the **part** documentation and verify to be correct the marked items identified on check list below. The basis for the internal review shall be the latest Qualification manual from the TC184/SC4/Quality Committee. This internal review report shall verify that the **part documentation** is complete and satisfies the appropriate TC184/SC4 methods documents. The internal review report shall identify all violations to any of the applicable TC184/SC4 methods documents to which the part shall adhere. In addition, the report shall consist of issues identified, recommended resolutions, corrective action taken by the team, and issues that remain open. Each issue shall be related to one or more subclauses within the part to be qualified, identifying the specific violation. After the Project Leader has determined the internal review report has satisfied the reporting criteria and has completed this check list the Project Leader shall date and sign this document. The Project Leader shall inform the Working Group Convener on the status of the part and sign-off on the **part.** The Project Leader shall send a hard copy of the **part**, an electronic copy (ASCII format), a copy of this completed check list, the internal review report, and a summary report provided by the internal team review to the Production Support Team Leader of the Quality Committee. A hard copy of the **part**, a copy of this completed check list, and a summary report provided by the internal team review shall be sent to the Working Group Convener. After all signed and dated check lists have been received by the Production Support Team Leader a Workshop (if required) date shall be confirmed with the Project Leader for the **part** in question. The Project Support Team Leader shall randomly choose three pages from the part for review. If there are six errors identified in these three pages the workshop shall be canceled and the part shall be returned to the Convener for rework.

A completed Check List is defined as: each numbered item of each applicable check list has at least one box checked.

PROJECT TEAM REVIEW

1. ☐ The completed internal review documents submitted by the Project Team to the Project Leader is dated and signed by the Project Team member assigned to Quality Committee and the person that performed the review.

2. The Project Team has completed all applicable Tasks required by QC for ballot release.
   - ☐ Used QC AP Qualification Manual (N369) task assignments.
     - ☐ All 34 tasks completed.
     - ☐ Some tasks were omitted.
       Identify tasks omitted:
   - ☐ Used QC Qualification Manual (N??) task assignments.
     - ☐ All tasks completed.
     - ☐ Some tasks were omitted.
       Identify tasks omitted:

3. ☐ The Project Team has collected, reviewed, and recorded in the summary report all SEDs that impact the project development.

4. ☐ All errors identified by the internal team review have been corrected.

5. Violation recorded.
   - ☐ All issues have been resolved and are closed.
   - ☐ Issues remain open and are documented in the internal review summary report.

COVER PAGE

6. ☐ Cover Page has the correct format, structure, and content.

7. ☐ N-number is present and correct. If the document has been updated, the Supersedes field contains the previous N-number.

8. ☐ Date is present and of the correct format. Date format is YYYY-MM-DD.

9. ☐ Part Number and Title have been verified with the SC4 secretariat as being the same as that registered by TC 184/SC4 for the Project Type.

10. ☐ Proper use of upper and lower case letters in the Title as specified by the Supplementary Directives (SD).

11. ☐ Correct ballot stage and ballot cycle are correctly indicated.

12. ☐ Abstract is clear and supports the Scope of the Part.

13. ☐ Keywords are appropriate for inquiries by potentially interested parties.

14. ☐ Project Leader and Part Editor are correctly specified as registered with TC 184/SC4; Names, Addresses, Telephone/FAX numbers, and E-mail addresses are present.

15. ☐ Comment to Reader box contains the correct required text for the Part.

CONTENTS, ANNEXES, FIGURES, and TABLES

16. ☐ Table of Contents (TOC) starts on Page ii.

17. ☐ TOC is complete and contains the information specified by the SD.

18. ☐ All Annexes, Figures and Tables have a title and are presented in the correct format as specified by the SD.

19. ☐ The Index is present and starts on the page specified by the TOC.

20. ☐ The Index contains the required information for the part as per the SD.

SCOPE

21. ☐ The Scope for the Part begins on page 1 (right-hand side of document) and the format of the page is correct as specified by the SD including the different header than all other page headers for the Part.

22. ☐ Boilerplate text is correct as per the SD.

23. ☐ Scope statement is complete and defines the bounds of the subject matter.
I have determined the following are easily identifiable:
    - ☐ Types of products and product data supported.
    - ☐ Identifies discipline views of the product data and use of the product data that are supported.
    - ☐ Identifies product life-cycle stages supported.
    - ☐ Types of products and product data *not* supported.
    - ☐ Identifies discipline views of the product data and use of the product data that are *not* supported.
    - ☐ Identifies product life-cycle stages *not* supported.

24. ☐ All in-scope and out-of-scope aspects of the Part are identified as per the SD.

25. The Scope as stated per the original New Work Item for the Part
    - ☐ has been increased. ***If checked a date shall be entered on next line:***
      Date when New Work Item will be initiated ( ).
    - ☐ has been decreased. ***If checked a date shall be entered on next line:***
      Date when New Work Item will be initiated ( ).
    - ☐ a SEDs will impact this scope.
      Identify the SEDs: _____
    - ☐ is unchanged.

26. The Convener has been notified of Scope change
    - ☐ Yes.
    - ☐ No.
    - ☐ Scope is unchanged.

27. ☐ Scope statement is complete, concise, unambiguous, and clearly conveys the Scope of the Part in terms that are understandable to an engineering user, application domain expert, and a software implementor with little or no STEP experience.

28. ☐ Scope for the Part agrees with the Scope registered with TC 184/SC4 for this project.

29. ☐ There are no user requirements or definitions in the scope statement.

30. ☐ There are **NO** font sizes smaller than 8pt (3mm in height) in any of the diagrams, figures, or tables.

31. ☐ All NOTES and EXAMPLES are documented as specified per the SD.

FOREWORD and INTRODUCTION

32. ☐ Boilerplate text is correct as per the SD.

33. ☐ The list of parts documented in the **Foreword** is current and correct for the date this is part is submitted to QC.
The list of parts was obtained from SOLIS on date _____.

34. The **Introduction** provides a high-level overview of the part and :
☐ states the required knowledge base necessary for understanding the part.
☐ explains the industry need for the part.
☐ states the purpose of the part.
☐ identifies the application domain for the use of this part.

35. ☐ A data planning model is included in the Introduction.

36. ☐ Relationships with other parts under SC4 control have been identified and correctly referenced within this part.

NORMATIVE REFERENCES

37. ☐ All Normative reference to parts of ISO 10303 or any other Documented Public Standard as required to support this part have listed in Clause 2.

38. ☐ Reference to these standards are only found in Normative text in Normative Clauses of this part.

39. ☐ For this part all Normative references to ISO standards are at STAGE 4 (DIS) or higher.

40. ☐ No normative text or normative reference is found in an EXAMPLE or a NOTE.

DEFINITIONS, SYMBOLS, and ABBREVIATIONS (Clause 3)

41. ☐ All terms applicable to this part, that have been defined in other ISO 10303 parts have been identified and recorded in clause 3 as specified per the SD

42. ☐ All terms applicable to this part that have been defined in other publicly available standards have been identified and recorded in Clause 3 as specified by the SD.

43. ☐ All abbreviations are recorded in a separated subclause in clause 3.
NOTE: Abbreviations are strongly DISCOURAGED in ISO parts. When they are permitted they shall be documented correctly as specified in the SD.

DEFINITIONS other than CLAUSE 3

44. ☐ Terms specific to the application domain of this part that are not found in other publicly available standards have been identified and defined in Clause 3.x "Other definitions".

45. ☐ Terms defined in "Other definitions" are unambiguous, concise, and understandable to the end user of the part.

AAM

46. ☐ All activities and ICOMs are defined and are sufficient for the domain expert and software implementer

47. ☐ All out-of-scope Activities and ICOMs have been identified and correctly indicated as per the methods documents.

48. ☐ Each in-scope Activities and ICOM is traceable to the Scope.

49. ☐ The entire AAM has been reviewed, understood, and approved by appropriate industry experts. This shall be traceable to the AP Valiadtion Report.

Application Reference Model

50. ☐ All UOFs are defined and have been reviewed, understood, and approved by appropriate industry experts.

51. ☐ Each UOF has a unique name, is appropriate for its functionality and does not share the same name as an application object.

52. ☐ All UOFs are within the scope of this part.

53. UOF harmonization
    - ☐ None
    - ☐ The following UOF(s) have been use from

UOF	PART
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

54. ☐ All Application Objects (AO)are defined and have been reviewed, understood, and approved by appropriate industry experts.

55. ☐ There is a one to one correspondence for each AO name used in the UOF, Mapping table, and the ARM diagrams as to the AO being defined.

56. ☐ Each AO name is unique and does not share its name with an attribute name or UOF name.

57. ☐ No Integrated Resource (IR) term or definition is found in the Information Requires clauses EXCEPT by written request from the industry review experts to which this application protocol is designed to assist.

Mapping Table

58. Interpretation of the ARM
    - ☐ Performed by the team
    - ☐ Performed by _____

59. ☐ A complete Interpretation Report is part of the AP Validation Report as required.

60. ☐ All IR specializations have been agreed to by WG12 Convener

61. ☐ All pruning has been identified with the rationale why such pruning was required.

62. ☐ There is a one to one correspondence for each Application Element (AE) identified in the Mapping table and the AOs, the attributes for each AO, the Applications Assertion, and the ARM diagram.

63. ☐ Each source specified in the mapping table is accurate for the reference path stated and is as per the appropriate methods document.

64. ☐ Each Rule in the mapping table is found in clause 5.2.n and is identified at the end of the mapping table.

65. ☐ Each AE has a reference path assigned, i.e., NO MAPPING exist in this part.

SHORT FORM

66. ☐ There agreement between the USE FROM statements in the Short Form, the source, and reference path in the mapping table to the appropriate IR for the schema used and the entities required.

67. ☐ The USE FROM statements appear at the beginning of the schema and are identified to the IR from which they come.

68. AIC requirements
    - ☐ The appropriate AICs have been correctly referenced and used.
    - ☐ New AIC(s) is under development as a new work item.
    - ☐ No AIC(s) is required

69. ☐ The Short Form contains all application specific entities, rules, and functions.

70. ☐ The Short Form has been compiled.
    COMPILERS used _____
    _____
    _____

LONG FORM

71. ☐ The Long Form has been compiled.
COMPILERS used _____
_____
_____

72. ☐ There is a one to one correspondence for each AIM element in the Long Form, each reference path element in the Mapping table, and the AIM Express-G diagrams.

CONFORMANCE REQUIREMENTS

73. ☐ Each Conformance Class is related to one or more UOF and is identified in a table in Clause 6.

PART STAGE

74. This part is at
- ☐ Stage 6 (IS).
- ☐ Stage 5 (FDIS).
- ☐ Stage 4 (DIS).
- ☐ Stage 3 (CD).
- ☐ Stage 2 (WD) Industry Review.

REQUIRED SUPPORT DOCUMENTATION

75. ☐ The Issue Log is up-to-date for the Stage of the Part in question.

76. The Issue Log has
- ☐ evidence that issue resolutions are active at Stage 3 (open issues are permitted).
- ☐ no technical issues OPEN at Stage 4 and has resolutions recorded per the ISO format.
- ☐ no OPEN issues at Stage 5 and has resolutions recorded per the ISO format.

77. ☐ The Validation Report is complete for the Stage of the Part in question.
☐ The part is not an Application Protocol.

78. ☐ There are Usage Scenarios for the part in Annex K.
☐ The part is not an Application Protocol.

79. ☐ The technical discussion in Annex L is concise and contains useful and clarifying information about the part.
☐ The part is not an Application Protocol.

COPYRIGHT

If the Part is at Stage 4 or beyond the following items shall be checked:

80. ☐ The copyright symbol and statement is on the bottom of page ii. It is correct and as specified by the SD.

81. ☐ The correct copyright is on page 1 and it is as specified by the SD.

82. ☐ Each page of the Document has the correct page header with the copyright symbol as specified by the SD.

ABSTRACT TEST SUITE

If the Part is an Application Protocol the following items shall be checked:

83. ☐ Test Purposes for the ARM are
☐ in work (for stage 3).
☐ complete (for stage 4).

84. ☐ There is a 300 series Part at Stage 3 when the Part in question is at Stage 4.

85. ☐ The ATS identifies the coverage level for the ARM.

86. ☐ The ATS identifies the coverage level for the AIM.

I have reviewed and verified the items marked on this document for Part _____

Signature _____ Date:_____